

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                      **BUILDING TECHNICIAN II**

**DEPARTMENT:**                **BUILDING**

**BASIC FUNCTION:**

Under general supervision, to perform a variety of office and field work; to gather and record data and prepare reports; to advise and interpret for the public the requirements on the Building Code, Zoning Ordinance, and Subdivision Ordinance; to assist staff, and to do related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is the Journey-level class. Positions assigned to this class require technical building knowledge, skills, and abilities acquired through experience and, also, require the ability to work independently, exercising judgment and initiative while assuming more difficult tasks.

**KEY RESPONSIBILITIES:**

Interprets and applies various ordinances as related to construction, use of buildings and structures.

Reviews proposed plans of applicants for building permits to determine compliance with ordinances and regulations.

Advises permit applicants of requirements and procedural steps.

Examines applications, plans, and specifications for construction or alteration of dwellings or small structures (where technical engineering problems are not involved) to ensure conformity with applicable building codes and ordinances.

Issues permits.

Assists builders in correcting plans to meet the requirements where necessary.

Give information, and computes permit fees at established rates.

**QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific

job. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Knowledge of:**

Arithmetic: Algebra, geometry, and trigonometry for purposes of reading building plans and other related tasks.

State laws, municipal and county codes governing construction, zoning, and subdivisions.

Organization and functions of the agencies involved in the Building, Planning, and Engineering processes.

Drafting principles.

**Ability to:**

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Gather data and make accurate computations.

Understand and carry out oral and written instructions.

Draft, interpret working drawings, graphs, maps, and charts.

Meet and work with public in a tactful and effective manner.

Communicate clearly and concisely, orally and in writing.

Review plans and documents for conformance to codes.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of responsible experience in processing Building Plan Checks and Permits; public contact duties involving Development Processing, Building, and/or Engineering as a Technician I; and educational training equivalent to completion of twelfth grader including or supplemented by courses in drafting, algebra, geometry and trigonometry, and/or practical experience.